

Draft minutes of the meeting of  
Wells Neighbourhood Plan Steering Group

Tuesday 10<sup>th</sup> March 2020.

Present

Wells City Council: Cllr Adrian I'Anson  
Tina Speake, Chris Winter & Ian Robinson.

1. Apologies for absence: Cllrs Rachel Humphreys, Jenny Rust & Pam Crummay, Mendip Cllr: Caroline McKinnell, Helen Ellison, Graham Barrow & SCOP Cllr Ian Humphreys.

2. Grant funding confirmation

The application for the remainder of the grant will be made as soon as the arrangements are advertised.

3. Draft revision of the pre-submission version of the WNP (attached)

Stuart Todd reported on this and summarised the gaps which need to be filled as shown below with suggested volunteers added

- Do a supplementary character assessment following review of the 1996 Fringe Landscape study and Conservation Area Appraisal; **CW & TS**
- Access habitat and biodiversity record from Somerset Environment Record Centre / Somerset Wildlife Trust; **AFI'A & IR**
- As part of character assessment or separate study, identify a shortlist of local green space (LGS) to test to determine if it meets the NPPF criteria they would need to pass to qualify. Map them by their area not just location; **AFI'A**
- As part of the character assessment or as a separate study, identify key views and vistas, including view "cones" which are important and the areas of landscape, therefore, which could require protection from change through policy. Map them and take photos; **AFI'A**
- Identify on a map transport issues, constraints and opportunities across modes - this can form the basis of a Transport Plan which can be inserted into the NP transport section;
- Update references in the Plan to dated information, evidence and data - e.g. data sources from 2010; **CW & IR**
- get some local data on local needs - market housing as well as subsidised - from estate agents (rental and owned properties), for example, where are the gaps in supply, where is the greatest demand, etc. Identify these by type of dwelling (e.g. are they flats, semis, terrace, detached, bungalows) and size of dwelling (1, 2, 3 bed etc) - don't conflate the two; **RH**
- make sure that any evidence and consultation referenced in the Plan is referenced (usually in a footnote with a weblink to the source; **CW**
- Use your established local list, add to it if necessary and fit alongside criteria for them to qualify; **CW & TS**
- what are you seeking to do with retail and tourism policies, can you do it, do you need to alongside LP policies and if so, identify evidence you might need to support that; **AFI'A & CW**

- contact known contacts including Historic England and Locality about opportunities for grant funding for a design guide. **HE & TS**

#### 4. Character, Quality & Design in Neighbourhood Planning & Beyond

CW reported on this Oxford conference – note attached. In particular, she referred to the possibility of an appendix setting out guidance for developers on means of implementing policies.

ST referred to the Teignmouth and Hayle Design Guides.

#### 5. Neighbourhood Plan Seminar

IR reported on this and highlighted that firstly the process is not a sprint and secondly, that the commitment of the Steering Group is fundamental to success.

#### 6. Launch

This was hoped to be soon after Easter and would be based on the outline of the pre-submission draft as revised. There would be a need to explain the process clearly and manage expectations.

#### 7. Next meeting – TBA in the Town Hall

Adrian I'Anson  
14.3.20